

ASSISTANT CITY MANAGER



excellence in all we do

CORE Values

Teamwork • Integrity • Innovation • Professionalism

City of San Antonio, Texas

ASSISTANT CITY MANAGER



ABOUT SAN ANTONIO

The City of San Antonio is the Nation's 7th largest city and is home to more than 1.5 million residents. Located in South Central Texas, approximately 140 miles from the Gulf of Mexico, San Antonio offers its residents one of the most attractive and affordable lifestyles in the country. Residents enjoy one of the lowest tax rates in the State as well as a plentiful supply of high-quality housing and low utility rates. The economy of San Antonio is an excellent mix of business services, manufacturing, health care, communications, corporate and regional offices, government, and the convention and tourism industry. San Antonio is rich in recreational and cultural opportunities and is home to the San Antonio Spurs.

CITY GOVERNMENT

San Antonio has a Council-Manager form of government with a ten-member City Council. Councilmembers are elected by District, while the Mayor is elected at-large. The term of office for the Mayor and all members of the City are two-year terms, for not more than four (4) full terms of office. The City Council appoints the City Manager, who appoints all officials in executive positions with the exception of the City Clerk, City Internal Auditor, Presiding Judge, and Municipal Judges.

The City of San Antonio has been recognized for its high level of professional management by the ICMA and National Civic League, amongst others. For ten consecutive years, the City has maintained a AAA bond rating. The Fiscal Year 2021 adopted operating budget is \$2.9 billion with close to 13,000 employees across over 30 departments. The City has made a commitment to advancing diversity, equity and inclusion, primarily through the formation of a citywide Office of Equity in 2017.

ASSISTANT CITY MANAGER

THE OFFICE OF THE CITY MANAGER

The City Manager's Executive Team consists of Department Directors, one Deputy City Manager, five Assistant City Managers, a Chief Financial Officer and an Assistant to the City Manager. The daily business of City operations is the responsibility of the City Manager, the Chief Executive Officer, appointed by the Mayor and City Council. The City Manager prepares recommendations and implements the policy direction approved by the Mayor and City Council. The City Manager is responsible for the administration of City services by exercising effective leadership and management of the City.

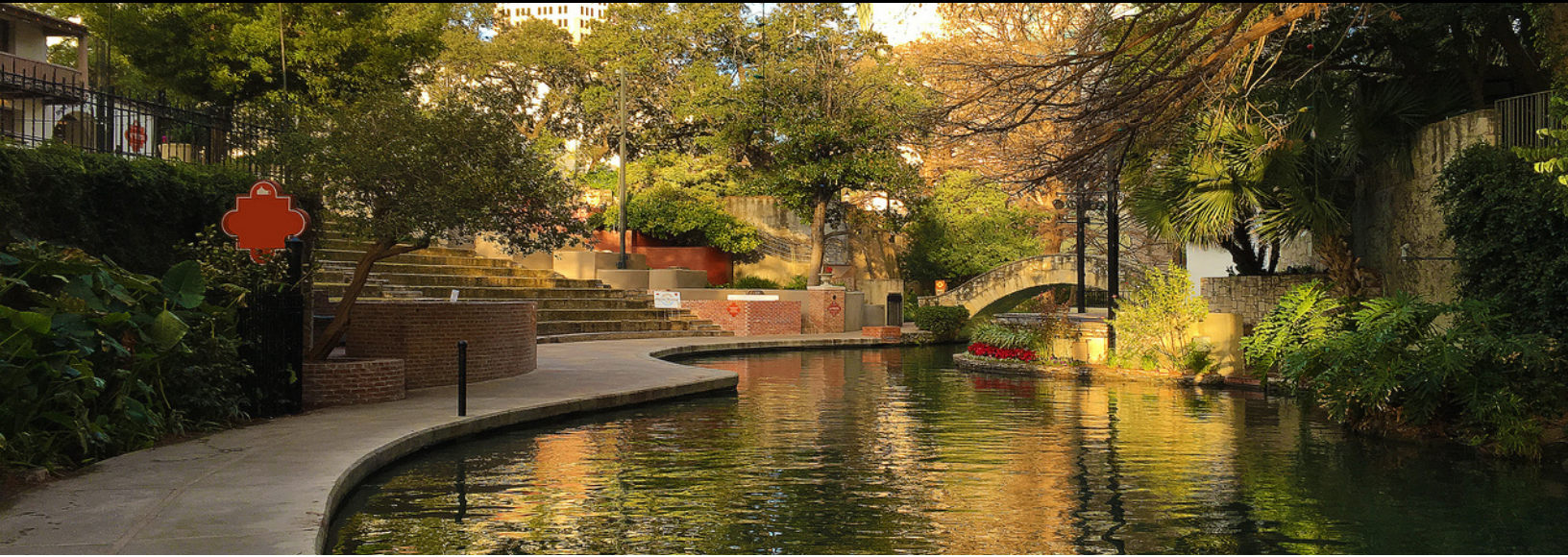
THE POSITION

This position is one of five (5) Assistant City Manager positions within the City and serves on the City Manager's Executive Leadership Team. The Assistant City Manager exercises initiative and independent judgment in providing management oversight within an assigned area for the City Manager, and assists in the development, planning and implementation of the City's goals and objectives.

The Assistant City Manager coordinates the services and activities of assigned departments with other City departments and outside agencies. Typically, an Assistant City Manager will be responsible for providing strategic direction to a portfolio of departments related to one or more City service areas to assist the City Manager in coordinating, engaging, monitoring, and ensuring service delivery. City service areas and department assignments may rotate among Assistant City Managers periodically. The Assistant City Manager will work under direction from the City Manager, and exercises direct supervision over executive, management, professional, technical, and clerical staff.



ASSISTANT CITY MANAGER



JOB FUNCTIONS & RESPONSIBILITIES

- Provides highly responsible administrative staff assistance to the City Manager; and assists in developing, planning, and implementing goals and objectives for the City.
- Assumes full management responsibility for the services and activities of assigned departments; and recommends and administers policies and procedures.
- Manages the development and implementation of the assigned departments' goals, objectives, policies, and priorities for each assigned service area; establishes, within City policy, appropriate service and staffing levels; and allocates resources accordingly.
- Represents the City and the City Manager to management staff, elected officials, and outside agencies; explains, justifies, and defends the programs, policies, and activities; and negotiates and resolves sensitive, significant, and controversial issues.
- Plans, directs, and coordinates, through subordinate-level managers, the assigned departments' work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; and reviews and evaluates work methods and procedures.
- Manages and participates in the development and administration of the City budget; directs the forecast of funds needed for staffing, equipment, materials, and supplies; directs and approves expenditures; and directs the preparation and implementation of budgetary adjustments as necessary.
- Coordinates assigned departments' activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager and City Council; and prepares and presents staff reports and other necessary communications.
- Meets and confers with residents and business interests to remedy problems and discuss City policies and procedures; responds to and resolves sensitive inquiries and complaints from both internal and external sources; and acts as City Manager as required.

EDUCATION & EXPERIENCE

Qualified candidates will have a Master's Degree from an accredited college or university with major coursework in Public Administration, Business Administration, or a related field. They will also have ten (10) years progressively responsible experience in municipal government, including (5 years) of administrative or supervisory responsibility.

The most highly qualified candidates for consideration will be selected based on a combination of education, career experience, and accomplishments that best fits the needs of the City of San Antonio.

ASSISTANT CITY MANAGER



THE IDEAL CANDIDATE

The ideal candidate will be a skilled leader and manager with a proven track record of motivating and developing staff to obtain measurable results, and should be politically astute with the demonstrated ability to effectively communicate with staff, contractors, elected officials, and the public. The selected individual will have a proven record as an innovative leader, possessing excellent communication and presentation skills, with the ability to establish and maintain effective working relationships with internal and external customers.

The selected candidate will have advanced leadership and management skills and a proven ability of leading teams of executive, managerial, and professional staff. The candidate will have a strong working knowledge of municipal budget forecasting, and a demonstrated history of identifying and responding to community and City Council issues, concerns and needs.

SALARY

The City of San Antonio is offering a competitive salary commensurate with experience. The City offers generous benefits and retirement including annual and personal leave, monthly car allowance, deferred compensation plans, relocation/moving expenses and participation in the Texas Municipal Retirement System (TMRS).

ASSISTANT CITY MANAGER

HOW TO APPLY

If you are interested in this opportunity, please send cover letter, resume, references and salary requirements to:

saexecsearch@sanantonio.gov

This position is open until filled. First review of resumes will occur on January 15th, 2021. Please submit your application as soon as possible to ensure you are considered for this position. Upon receipt, resumes will be screened in relation to the criteria outlined in this brochure. Candidates selected for interview will be contacted by the City of San Antonio's Executive Recruiter.

For additional information please contact:

Jeff Baldwin, Executive Recruiter

City of San Antonio

Human Resources Department

P.O. Box 839966

San Antonio, TX 78283

saexecsearch@sanantonio.gov

Phone: (210) 207-7939

Please note: Under the Texas Public Information Act, information from your resume may be subject to public disclosure.

The City of San Antonio is an Equal Employment Opportunity Employer.

